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5 June 1952

MEMORANDUM FOR: DD/TRS

THROUGH:

DCT/TRS

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SUBJECT:

Weekly Activities Report,

No. 23

(28 May - 4 June 1952)

1. PROGRESS REPORT - OLD PROJECTS. Nothing to report.

2. ITEMS OF CURRENT INTEREST.

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eccompanied by undersigned on 29 May 1952.

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inspected the physical facilities. He also conferred with

regarding the substance of the training given at the site. Regardladwand stated that he was giving advance notice regarding ten trainees of the proposed training group, scheduled to arrive early in October 1952; he accepted French as the language of instruction for these trainees, who are of diverse national origins. Expressed his satisfaction with the training as presently given, stating that the program met the needs of SE

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- 3. NEW PROJECTS. Nothing to report.
- 4. ITEMS OF ADMINISTRATIVE INTEREST. Nothing to report.

Chief, Special Branch #1, TRS

of SE/ visited the site

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4 June 1952

MEMORANDUM FOR: DEPUTY DIRECTOR FOR TRAINING (SPECIAL)

SUBJECT: Staff Training Weekly Activity Report #23;

28 May - 4 June 1952.

1. Progress Report - Old Projects

None.

2. <u>Items of Current Interest</u>

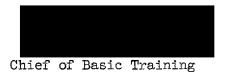
None.

3. New Projects during Week

None.

4. Items of Administrative Interest

None.



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PROTOTYPE "GENERAL CASE HISTORY"

The final draft of a prototype operational case history and instructor's concordance has been completed by TDS and is under review by senior staff members. This case history, prototype "Case Vignette," together with a short "Guide to the preparation of Training Case Histories" is intended to serve as an instrument for the standardizing and regularizing of case history use as a training medium throughout TR(S).

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COURSE DEVELOPMENT

1. Syllabus material and lecture

Outlines are now approximately 75% complete, and are under review by TDS senior staff.

NEW PROJECTS:



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5 June 1952

MEMORANDUM FOR: CHIEF, SUPPORT STAFF

SUBJECT

: Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The Budget Officer has approved the policy whereby the Office of Training will budget for student expenses under all external training programs.

b. The Budget Officer also has approved a transfer of the Support Staff from unvouchered to vouchered funds.

- c. The actual budget call has been received and disseminated throughout OTR.
- d. Meetings were held with DD/TR(S) to revise the 1953 budget estimates.
 - e. DD/A has approved the mess plan.
- f. The Personnel Officer of OTR is currently working on the
- g. Personnel statistics are being compiled for use by the Budget Officer, OTR.
- h. has been designated as OTR liaison with Military Personnel Division and will handle all matters for military personnel assigned to OTR or in process to OTR.
 - i. The evacuation of the has been completed.
- j. The Administrative Officer, OTR has been advised by Col. DD/P. Liaison Officer, that the administrative details for the

will be called in when their participation and assistance is required.

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Administrative Officer, OTR

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4 June 1952

WEEKLY ACTIVITY REPORT NO. 23

a.	Prog	ress Report - Old Projects
	1.	Work in Training Evaluation continuing on: (a) Punching of previous training evaluation reports. (b) Redesigning of general student evaluation procedures. (c) Preparation of psychological journals for binding. (d) Reliability study of sociometric ratings. (e) Item analysis of tests used in the Administration Course.
	2.	Work in Research and Validation continuing on: (a) Further statistical studies of the Work Attitudes Questionnaire.
b •	Items of Current Interest	
	1. 2. 3. 4.	Assessment cases scheduled
c.	Item	s of Administrative Interest
	1.	Chief, Training Evaluation Branch has flown to to set up

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procedures for sociometric studies on

Assessment Staff, AE/TK(S)